The Board of Trustees of the Public Library of Wayland, hereinafter called the Trustees, and Ruth Scannell, hereby agree as follows -

The Trustees agree to employ said Scannell and said Scannell agrees to enter the employ of the Trustees as Librarian for the term hereof under the following terms and conditions.

The salary is to be at the rate of Thirty-four Hundred (3400) Dollars a year, payable monthly, from ~~June~~ July 1, 1953. Said Scannell is to be full time Librarian in charge of the central library on the basis of a forty-hour week; the duties are to be as determined from time to time by the Trustees; the time when the library is to be kept open is to be subject to the control of the Trustees with the advice and assistance of the Librarian. Subject at all time to the control and with the assistance of the Trustees on all matters of policy, the Librarian is to purchase the books and attend to the usual library routine, with general supervision of the branch library in Cochituate. The Trustees will furnish assistance to the Librarian from time to time to such extent as seems desirable and as is permissible in the opinion of the Trustees in accordance with the necessary limits of the Appropriation for the library. Beginning in 1954 there is to be the usual vacation as provided for other Town employees.

The employment provided herein is to continue from ~~June~~ July 1, 1953 to the balance of the year and the year 1954, and thereafter from year to year unless either party gives the other party at least three months' notice of desire to terminate. After the year 1954 changes in the salary may be made by way of increase without otherwise changing the terms hereof.

The Board of Trustees of the public Library of Wayland, hereinafter called the Trustees, and Ruth Sammell, hereby agree as follows -

The Trustees agree to employ said Sammell and said Sammell agrees to enter the employ of the Trustees as Librarian for the term hereof under the following terms and conditions.

The salary is to be at the rate of Thirty-four hundred ($3400) dollars a year, payable monthly, from June 1, 1955. Said Sammell is to be full time Librarian in charge of the central library on the basis of a forty-hour week; the duties are to be as determined from time to time by the Trustees; the time when the library is to be kept open is to be subject to the control of the Trustees with the advice and assistance of the Librarian. Subject at all times to the control and with the assistance of the Trustees on all matters of policy, the Librarian is to purchase the books and attend to the usual library routine, with general supervision of the branch library in Cochituate. The Trustees will furnish assistance to the Librarian from time to time to such extent as seems desirable and as is permissible in the opinion of the Trustees in accordance with the necessary limits of the Appropriation for the Library. Beginning in 1956 there is to be the usual vacation as provided for other Town employees.

The employment provided herein is to continue from June 1, 1955 to the balance of the year and the year 1956, and thereafter from year to year unless either party gives the other party at least three months' notice of desire to terminate. After the year 1956 changes in the salary may be made by way of increase without otherwise changing the terms hereof.

This agreement is executed this 18th day of May, 1953 by Ruth Scannell and by the Trustees by the Chairman thereof, thereto duly authorized.

Ruth R. Scannell

Hugh F. Calleton Jr.
Treas.
~~Chairman~~ of the Board of Trustees
of the Public Library of Wayland.

This agreement is executed this 25th day of May, 1953 by Ruth Bennett and by the Trustees by the Chairman thereof, thereto duly authorized.

_____

_____
Chairman of the Board of Trustees
of the Public Library of Enfield.

The Board of Trustees of the Public Library of Wayland, hereinafter called the Trustees, and Ruth Scannell, hereby agree as follows -

The Trustees agree to employ said Scannell and said Scannell agrees to enter the employ of the Trustees as Librarian for the term hereof under the following terms and conditions.

The salary is to be at the rate of Thirty-four Hundred (3400) Dollars a year, payable monthly, from June 1, 1953. Said Scannell is to be full time Librarian in charge of the central library on the basis of a forty-hour week; the duties are to be as determined from time to time by the Trustees; the time when the library is to be kept open is to be subject to the control of the Trustees with the advice and assistance of the Librarian. Subject at all time to the control and with the assistance of the Trustees on all matters of policy, the Librarian is to purchase the books and attend to the usual library routine, with general supervision of the branch library in Cochituate. The Trustees will furnish assistance to the Librarian from time to time to such extent as seems desirable and as is permissible in the opinion of the Trustees in accordance with the necessary limits of the Appropriation for the library. Beginning in 1954 there is to be the usual vacation as provided for other Town employees.

The employment provided herein is to continue from June 1, 1953 to the balance of the year and the year 1954, and thereafter from year to year unless either party gives the other party at least three months' notice of desire to terminate. After the year 1954 changes in the salary may be made by way of increase without otherwise changing the terms hereof.

The Board of Trustees of the Public Library of Maryland, Incorporated, the Superior Court, and Public Council, hereby, agree as follows:

The Trustees agree to employ said Librarian and as a salaried person to serve the employ of the Trustees as Librarian, upon the terms hereinafter under the following terms and conditions.

The salary is to be at the rate of thirty-four hundred ($3400) dollars a year, payable monthly, from June 1, 1955. Said Librarian is to be full time Librarian in charge of the central Library on the basis of a forty-hour week; the duties are to be as determined from time to time by the Trustees; the time when the Library is to be open is to be subject to the control of the Trustees with the advice and assistance of the Librarian. Subject at all times to the control and with the approval of the Trustees or their agent or policy, the Librarian is to purchase the books and attend to the usual library routine, with general supervision of the branch library in Cambridge. The Trustees will furnish assistance to the Librarian from time to time to such extent as seems desirable and is practicable in the opinion of the Trustees in accordance with the necessary duties of the Librarian in the Library.

Beginning in 1955 there is to be the usual vacation allowance for other Town employees.

The employment provided herein is to continue from June 1, 1955 to the balance of the year and the year 1956, and thereafter from year to year unless notice to the contrary is given prior to least three months' notice of termination. After the year 1956 changes in the salary may be made by the Trustees without affecting the terms of this contract.

This agreement is executed this day of May, 1953 by Ruth Scannell and by the Trustees by the Chairman thereof, thereto duly authorized.

_____

_____
Chairman of the Board of Trustees
of the Public Library of Wayland.

COPY

Mr. J. Sidney Stone
Chairman of the Library Trustees
Town of Wayland, Massachusetts

Dear Mr. Stone:

This is my letter of resignation, which you know about. If possible, I should like to have it effective as of December 1,1954.

I am sorry that our relationship has not been more satisfactory for all concerned. However, in my short year and a half here, I have become fond of the town of Wayland and of its fine Library with its unique history. Therefore, as I leave, I wish to make some observations which I hope will help both townspeople and Library.

I think it would be a better arrangement if the next Librarian could be kept more fully informed as to the ideas of all the Trustees. It would be especially helpful if the policy-making functions of the Board and the administrative duties of the Librarian could be more clearly defined and assigned.

It would also be helpful if there were more formal conduct of the meetings of the Board, and if all business pertaining to library service were discussed at these meetings and final action taken by at least a majority vote. In fact, I think both the Librarian and the Trustees could carry out objectives more intelligently if the Librarian were present throughout such sessions, of course without a vote, but will full opportunity given her to present her knowledge of the interests and needs of the Library patrons.

I say this because I have found it perplexing to receive instructions from individual Board members independently of full Board action or knowledge. And I have often found myself in the dark as to exactly what the budget limitations were, especially how I could plan for efficient purchasing of books and hiring of help.

In this connection, I also think it would help if the jobs of the Library employees could be exactly defined and compensated after consultation with the town Personnel Board.

Please be assured I have the warmest regard for the Wayland Library and for the many fine people I have met here. Their enthusiastic interest in their Library has made my service to them a distinct pleasure.

I do note, however, that there have been four Librarians in the past eight years, and I can not help thinking that a closer, more understanding relationship between Trustees and Librarian in the future would contribute to much better library service for the townspeople of Wayland.

Sincerely yours,

s/ Ruth H. Scannell

Wayland, Mass.
November 15, 1954

Mr. J. Sidney Lemon,
Chairman of the Library Trustees
Town Hall,
Hongkong.

Dear Mr. Lemon:

While in my letter of resignation, which you have seen, I
practically stated that I have it already as my decided belief,

I am sorry that we unfortunately have not been able to
come to an agreement. However, in my above letter one is quite
clear as to the point of variance and of its first cause, which
the Hongkong History. Therefore, as I leave, I may be quite sure
of the support which I have will fall into transparencies and Library.

I think it would be a better arrangement if the Chairman
could be more fully informed as to the issues if all the Trustees
it would be essentially helpful if the policy-making Committee
and the administrative chairman of the Library could be more
closely in touch and sympathy.

It would also be helpful if there were more formal minutes of
the meetings of the Board. And if the Trustees would be kept
better informed of these matters and their actual action
such labour is merely vague. In fact, I think both the Librarian and
the Trustees should every one objectively more intelligently if the
Librarian were present throughout such discussions. Of course without
a vote, but with full opportunity given to be present and to
of the interests and needs of the Library Committee.

A day while because I have found it necessary to resolve be-
tween the Trustees and Board members independently or full meas
ter or knowledge. And . Have been found myself in the dark as
to exactly what the Hongkong Historical Society, especially how I could
plan for activities particularly, of those and living or help.

In this connection, I also think it would help if the job of
the Library Employees could be clearly defined and communicated also
personally with the Chairman.

There is another I have the advisory rights for the Hongkong
History and I am only the Secretary have not been. Their activi-
ties lodged in which Library is also my activities I have a
distinct place.

As note, however, that it has been four thousand in
the past which, of, are mainly clerks, such a proper
with questionable relationship between trustees and librarian in
the minutes should particularly the Library service for the
convenience of readers.

Yours sincerely,

[illegible]

Chairman,
Hongkong Public Library.
November 1st, 1938.

SPENCER, STONE & MASON
STONE, BOSSON & MASON
30 STATE STREET, BOSTON 9

June 10, 1954

To the Board of Trustees of
the Public Library of Wayland:

COPY

The copy of proposed contract with Miss Scannell which I have in my files, and which I suppose was executed some time in May 1953, contains the following clause:

> "The employment provided herein is to continue for the balance of the year 1953 and the year 1954, and thereafter from year to year unless either party gives to the other party at least three months' notice of desire to terminate."

I have not the executed original of the contract and am not positive that no changes were made in the draft I have in my files.

It would seem from the above clause that we had contracted for the entire year 1954 and that three months' notice would be necessary prior to the end of the year to prevent a continuation for the succeeding year. Under these circumstances it seems to me that we should still have a meeting in July and consider what we wish to do in regard to the continuation of employment and general consideration of the job, but that we are not obliged to give the notice prior to September 30th. I would feel, however, that if our decision is that we wish to make a replacement, we should give more than the required three months' notice and might well arrange for the vacation period to be taken at the end of the employment.

J.SS.

COPY

SCANNELL, Ruth H.
303 Pleasant St.
Canton, Mass.

SUMMARY OF TRAINING AND EXPERIENCE

TRAINING

A.B., Smith College (Majors: English, Biology, History)
Graduate Study
University of California (Education, Economics, Counseling and Guidance)
Stanford University (Completing master's degree in School of Humanities; Thesis in History Department)

EXPERIENCE

Classroom Teaching

(In public and private schools of N.Y., Mass., Calif.
Longest and most recent experience in Palo Alto, Calif.)

English, junior high and senior high
Social Studies; U. S. History, junior high and senior high;
U. S. Government, Problems of Democracy, and
European History, senior high
Biology, senior high
Remedial classes, junior high: Reading, Spelling, English Fundamentals

Departments and Committees

English
Department Chairman in junior high (900-1000) for 6 yrs.
District Chairman of Palo Alto School District Curriculum Committee in English, grades 1-12, for 3 yrs. Member, 11 yrs.
Chairman and organizer of Coordinating Committee of Communication Skills (junior high interdepartmental), for 6 yrs.
Member of junior high school library committee for 10 yrs.
Social Studies
Chairman: classes and curriculum planning in senior high for 10 yrs.
Reorganization and supervision of curriculum and of school library, grades 4-12, for 2 yrs.
Biology
Establishment and equipment of new laboratory, organization of curriculum and of science library, in senior high

Other Academic Activities

Training student-teachers from Stanford Education Dept., in junior high
Tutoring: Stanford Univ. freshmen in School of Social Sciences, for 1 yr.
History, English, Biology, in senior high and in preparation for College Entrance Board Examinations, for 10 yrs.
Counseling: Class counselor, each year of teaching
Registrar in senior high private school for 2 yrs.

Membership in Professional Organizations Related to Teaching Specialties

California State English Committee on Curriculum (Appointed by State Educ. Board for 2 yrs.) Survey and analysis of Eng. curricula of Calif. schs.
Northern California Association of Teachers of English
Board of Directors, 3 yrs. Member, 8 yrs.
Central California Social Science Association, 7 yrs.

Editorial Experience

Co-author assigned to textbook series in English by Houghton Mifflin Co.
With Houghton Mifflin Educational Department since October, 1950

SPENCER, STONE & MASON

STONE, BOSSON & MASON
30 STATE STREET, BOSTON 9

November 18, 1954

To the Trustees of the
Wayland Public Library:

Miss Scannell telephoned me yesterday and asked if the Trustees would be willing to accept her resignation to take effect the first of December. I told her I thought we could do so but that I would contact the Trustees. It seems to me desirable that we accede to this request. If you have any objections, will you let me know promptly.

J. Sidney Stone

COPY

COPY

I am reporting for the Board of Trustees that at their meeting last night they asked me to notify you that they will be very glad to give you an opportunity to meet with them at a special meeting to be arranged for a mutually available date, if you would like to do so. Also that the Board will prepare a list of the chief reasons for their actions and also of the matters in which they can express appreciation and commendation. And I would like to say that there were more such items and feelings of personal liking than you may now realize. Again they wish me to report that the Board is willing to have you present your resignation if you feel that so doing will make less harmful the termination.

It is only fair to report that the Board agreed with me that I was correct in taking the position that any one member of the Board should not attempt to report the position of the Board in the absence of other members of the Board.

SPENCER, STONE & MASON
COUNSELLORS AT LAW
THIRTY STATE STREET
BOSTON

CARLTON W. SPENCER
J. SIDNEY STONE
HERBERT P. MASON

HENRY W. KEYES
NORMAN W. HAINES
ARTHUR VITAGLIANO
ROBERT CLEAVES, JR.
PHILIP J. LAWRENCE
ROBERT B. HEARNE
THOMAS G. HOWARTH

TELEPHONE
CAPITOL 7-3410

CABLE ADDRESS
SPENSON

October 27, 1954

Mrs. Charles T. Morgan
Mrs. Robert M. Morgan

Dear Helen and Toni:

Herewith is draft I made up from the composite suggestions turned over to me. I showed one to Hugh who seems to think it sufficient. Suggestions will be gladly received.

I am not sure it will do any good to forward it. It seems to me that possibly if no further request is made, either for an opportunity to meet with us or for any reasons, we might just hold it in reserve.

I have not sent copies to George Bogren or Mrs. Earley. Do you think I should?

I suggest you let me know at the Saturday meeting what you think is best to be done.

Sincerely yours,

J. Sidney Stone

Enc.
JSS/T

The position of Librarian in a small town library, such as Wayland requires administrative ability, together with an ability to get the work done without the assistance available in larger places, and an ability to handle all techniques of library practice to the extent not necessary in larger communities; also the ability to meet people and supply their needs, be they adult or juvenile, and to keep their good will. It is necessary also to satisfy the trustees that their policies are being carried out and the library functioning, regularly, with reasonable efficiency and to the satisfaction of the townspeople and the trustees and with due consideration of the limitations of municipal finance practices in general and the budget of the current year.

Difficulties encountered are -

Failure to master routine matters, such as monthly report to Town Accountant, cataloguing, reporting on circulation, pushing new projects.

Frequent desire to delegate where personal action would be quicker and could reasonably be expected.

Delay in processing new books.

Tendency to spend excessive time on routine matters and to emphasize minor details.

All the above and similar matters cumulatively imposed an undue amount of attention to details by the trustees, an unusual amount of complaints from townspeople and an ultimate decision that the situation required a change of personnel.

The trustees have found many admirable qualities in the Librarian. Most people are believed to have liked her personality, her choice of books, her interest in children's needs, and her efforts in many directions to be helpful.

After more than a year of experience, the failures so far overbalanced the good qualities as to convince the entire board that it was necessary for the good of the Town that it was time for a change.

SPENCER, STONE & MASON
~~STONE, BOSSON & MASON~~
30 STATE STREET, BOSTON 9

Cal 7-3410

November 1, 1954

Notice of Meeting

There will be a special meeting of the Trustees of the Wayland Public Library at the Library on Wednesday evening, November 10,1954, at eight o'clock.

This meeting is called especially to give Miss Scannell an opportunity to appear before the Board of Trustees, to make any statements she desires, and probably to be advised of some of the reasons for the notice we sent to her of the termination of her employment.

Unless I hear from you by Wednesday of this week, I shall notify Miss Scannell. It seemed impossible to hold a meeting earlier.

I think you have already seen the statement I made up of the composite reasons for termination of employment as summarized by me after contact with all the Wayland members of the Board, and as to which the Board should decide whether it should be presented to Miss Scannell at the meeting.

J. Sidney Stone

COPY